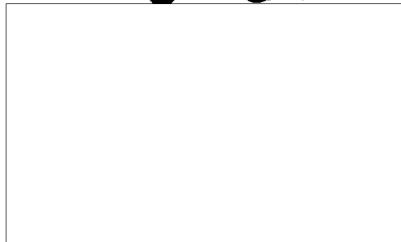


Σd: 1730 hrs

I called



and

alerted to this.
Orig. will be
sent to her
via 3/25 morning
bullet.



EXO/DDA ✓

DDA REGISTRY

Per Sandy, EBS
has taken care of this
subject matter [redacted] 3/20/86

STAT

ER-0924x/1-86

ROUTING AND TRANSMITTAL SLIP

Date 24 MAR 86

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DIRECTOR OF PERSONNEL			
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

#1 - ACTION AS APPROPRIATE.

NOTE 24 MAR 1986 IS DATE GIVEN TO
PLACE ORDERS FOR CAMPAIGN PROMOTIONAL
MATERIALS.

THIS PACKAGE WAS RECEIVED IN EXECUTIVE
REGISTRY ON 22 MARCH 1986. DDA REGISTRY
RECEIVED IT 24 MARCH LATE AFTERNOON.

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org symbol, Agency/Post)	Room No.—Bldg.
	Phone No.
5041-10	M 41 (Rev. 7-76)

* U.S.G.P.O.: 1983 - 421-529/320

Prescribed by GSA
FPMR (41 CFR) 101-11.206

STAT

EXECUTIVE SECRETARIAT

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OLL				
14	D/PAO				
15	D/PERS		X		
16	VC/NIC				
17					
18					
19					
20					
21					
22					
SUSPENSE		Date _____			

Remarks

TO #6: Note 24 March 1986 is date given to place orders for campaign promotional materials.

FYI - This package was received in Executive Registry on 22 March 1986.

Executive Secretary

24 March 1986

Date

3637 (10-81)

STAT



Executive Registry

86- 0924X/1

Interagency Savings Bonds Circular

OFFICE OF THE CHAIRMAN

WASHINGTON, DC 20226

17 MAR 1986

Committee Circular No. 86-1

TO: Interagency Savings Bonds Committee, Vice-Chairpersons
and Agency Savings Bonds Coordinators

SUBJECT: 1986 Interagency Savings Bonds Campaign

The 1986 Federal Savings Bonds Campaign officially commenced on March 12, 1986 with a rally at the Departmental Auditorium in Washington, D.C.

Campaigns within each Department and Agency of the Federal Government should begin at this time. Each campaign should be approximately one month in duration and all campaigns should be concluded by May 31.

Successful campaigns result from sound planning. Begin now to plan your campaign. By following the steps listed below you will ensure maximum results from your efforts. Robert Sweeney or Kenneth Knapp from the Treasury Department's Savings Bonds Division will be contacting you shortly to assist you in all phases of your campaign. Mr. Sweeney can be reached on 634-5385 and Mr. Knapp on 634-5347.

Steps to a Successful Campaign

1. Formulate a campaign timetable to incorporate the next seven steps. During the campaign each employee will be personally invited by a canvasser to join the payroll savings plan for U. S. Savings Bonds or to increase an already existing allotment.



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

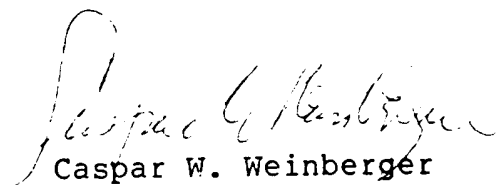
2. Establish an organization of canvassers for both headquarters and field locations. This can be accomplished through a memorandum from the head of your Department or Agency indicating his or her support for the Savings Bonds Program and directing the head of each division, bureau, and field location to select a local Savings Bonds Coordinator for his or her respective organization. Their names and telephone numbers should be forwarded to the Department or Agency Savings Bonds Coordinator. These local coordinators should then select canvassers at each location to contact approximately 20 employees personally. A sample memorandum is provided in Attachment 1.
3. Order campaign promotional materials from the Savings Bonds Division. To ensure timely receipt and distribution of these materials, all orders should be placed by March 24, 1986. Instructions for ordering materials as well as an order form are contained in Attachment 2.
4. Announce the dates of the campaign with a letter from the head of your Department or Agency to all employees emphasizing his or her support for the Savings Bonds Program. Sample letters are provided in Attachments 3.
5. Publicize your campaign through posters, newsletters, and other in-house organs.
6. Conduct canvasser orientation meetings to instruct them on their duties and to inform them of the many benefits of purchasing Savings Bonds. Arrangements should be made to have a representative of the Savings Bonds Division present to assist with the meeting.
7. Submit progress reports for your Department's or Agency's mid-campaign and final reports. These reports enable us to assess the progress and results of the 1986 Federal Savings Bonds Campaign. The final campaign report should include a breakdown of campaign statistics for each location (city and state) with 100 or more employees. For smaller locations, this information should be consolidated in one category and labeled "units under 100." These reports have been cleared in accordance with FPMR 101-11.11 and assigned Interagency Report Control Number 1421-TD-XX. Report forms are contained in Attachment 4.

Completed reports should be sent to:

Interagency Savings Bonds Committee
Office of the Chairman
Washington, D. C. 20226

8. Request awards in accordance with the guideline outlined in Attachment 5. All requests for awards referred to in this Circular must first be forwarded to your Vice-Chairperson who will, upon approval, send them to Mr. Robert J. Sweeney, Director, Federal Savings Bonds Program, Department of the Treasury, U. S. Savings Bonds Division, Washington, D.C. 20226.

Thank you for your cooperation and support.



Caspar W. Weinberger
Secretary of Defense
Chairman, Interagency Savings
Bonds Committee

Attachments

Attachment 1

Suggested Memorandum to Heads of Administrations,
Divisions, Bureaus and Offices

The (department/agency) will conduct its 1986 Savings Bonds campaign from (date) to (date). This campaign affords us an opportunity to inform all our employees of the many benefits of owning U. S. Savings Bonds and to encourage each of them to enroll in the payroll savings plan.

I am strongly committed to the U. S. Savings Bonds program. Our goals for the 1986 campaign are to contact personally 100% of our employees and to conduct an educational campaign to inform them of the benefits of U. S. Savings Bonds to the individual saver and to the nation as whole. In this way I hope to achieve an overall goal of 50% participation within the (Department/Agency). In reaching this level, we will qualify for the U. S. Savings Bonds Honor Roll. In addition, I have set a goal of persuading 10% of current savers to increase their allotments. We begin our 1986 campaign with ____% of our employees participating in the Payroll Savings Plan. To achieve our goal, we must sign up ____% of employees not participating. This goal can be attained through your selection of an effective coordinator, direct person-to-person selling of every employee by a trained and enthusiastic canvasser, and continuation of our practice of encouraging new employees to enroll year-round.

I have appointed (name and title) to serve as my Vice-Chairperson and I know that both (name) and myself can count on your complete cooperation and active support in this endeavor.

Please actively endorse this campaign in your organization and designate one of your top officials to serve as your coordinator. The name and telephone number of this person should be submitted to (vice-chairperson) no later than (date).

Savings Bonds with their market-based rate guarantee a continuously fair return on your money and Payroll Savings provides an excellent way to save easily and painlessly.

In addition, the purchase of Bonds reduces the cost of debt financing and enables the Treasury to manage the public debt more easily. As members of the Federal Government, we ought to set the standard for the rest of the country concerning such an important national concern.

The sale of Savings Bonds is one of those fortunate transactions where both buyer and seller profit in more ways than one. Let's all work together to make this the most successful campaign ever.

Attachment 2

Distribution of U. S. Savings Bonds
Campaign Materials for 1986

As preparations begin for the 1986 Savings Bonds campaign within your Department or Agency, particular attention must be given to the ordering of promotional materials and authorization forms. It is most important that these materials be distributed to all of your field installations well in advance if your campaign is to be successful.

The Savings Bonds Division of the Department of the Treasury will supply you with the promotional materials needed to conduct your campaign.

The following materials are available from the Savings Bonds Division for use in the 1986 Savings Bonds campaigns (copies attached):

- | | | |
|------------------------|-----------|---|
| a. Employee Leaflet | SBD-1825 | 1 per employee (include both full- and part-time employees in this total) |
| b. Authorization Cards | SBD-1192 | 1 per employee |
| c. Canvasser's Kit | SBD-FK-86 | 1 per 20 employees |
| d. Posters | SBD-1826 | 1 per 50 employees |

In the past we have asked that you submit the names and addresses of offices inside and outside of Washington, D.C. Because of a serious cutback in funding for materials distribution, we are now requesting that each Department or Agency request materials to be shipped to headquarters or regional distribution points for mailing to subordinate field offices. We request your cooperation and assistance in this matter to help us facilitate a more efficient distribution of materials.

For your convenience, order forms are attached.

Each order form contains spaces for ten shipping points. Do not reduce the size of the form. Return the entire form even if you have indicated only one shipping point. Please include your AGENCY'S NAME and ZIP CODE for each address, since these forms will be used as shipping labels. Experience has shown that materials sent to a specific individual will have a better chance of reaching their destination.

Prepare these forms in quadruplicate. Retain one copy for your records. SEND THE ORIGINAL AND TWO COPIES, no later than March 24, 1986 to:

Mr. Robert J. Sweeney
Director, Federal Savings Bonds Program
U. S. Savings Bonds Division
Department of the Treasury
Washington, D.C. 20226

Subordinate offices preparing their own forms should be instructed to return them to the agency's Savings Bonds coordinator for review. The agency coordinator should then forward the consolidated set of order forms to Mr. Sweeney.

Many Agencies have found it beneficial to supplement the materials provided by the Treasury Department with materials of their own design. By producing some of their own materials they are able to tailor them more specifically to the needs of their employees. If you are not already doing this, it is worth considering. A representative of the Savings Bonds Division will be visiting you soon to discuss this subject as well as all aspects of planning your 1986 campaign.

INTERAGENCY SAVINGS BONDS COMMITTEE

Washington, D.C. 20226

FORM ISBC - 1986

Savings Bonds Material-SBD Numbers						USSBD	Savings Bonds Material-SBD Numbers						USSBD
1825	1192	FK-86	1826				1825	1192	FK-86	1826			

TO:

TO:

Savings Bonds Material-SBD Numbers						USSBD	Savings Bonds Material-SBD Numbers						USSBD
1825	1192	FK-86	1826				1825	1192	FK-86	1826			

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TO:

Savings Bonds Material-SBD Numbers						USSBD	Savings Bonds Material-SBD Numbers						USSBD
1825	1192	FK-86	1826				1825	1192	FK-86	1826			

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1825	1192	FK-86	1826				1825	1192	FK-86	1826			

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TO:

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1825	1192	FK-86	1826				1825	1192	FK-86	1826			

TO:

TO:

INTERAGENCY SAVINGS BONDS COMMITTEE

Washington, D.C. 20226

FORM ISBC - 1986

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1825	1192	FK-86	1826				1825	1192	FK-86	1826			

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Savings Bonds Material-SBD Numbers						USSBD	Savings Bonds Material-SBD Numbers						USSBD
1825	1192	FK-86	1826				1825	1192	FK-86	1826			

TO:

TO:

INTERAGENCY SAVINGS BONDS COMMITTEE

Washington, D.C. 20226

FORM ISBC - 1986

Savings Bonds Material-SBD Numbers						USSBD	Savings Bonds Material-SBD Numbers						USSBD
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1825	1192	FK-86	1826				1825	1192	FK-86	1826			

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Savings Bonds Material-SBD Numbers						USSBD	Savings Bonds Material-SBD Numbers						USSBD
1825	1192	FK-86	1826				1825	1192	FK-86	1826			

TO:

TO:

Savings Bonds Material-SBD Numbers						USSBD	Savings Bonds Material-SBD Numbers						USSBD
1825	1192	FK-86	1826				1825	1192	FK-86	1826			

TO:

TO:

Attachment 3
Letter 1

Suggested Payroll Savings Letter

Dear Employee:

You can't spend tomorrow what you've not saved today.
Here's your chance to remedy that sad situation.

Many people over the years have turned to the payroll savings plan for U. S. Savings Bonds to meet their savings needs. Saving with bonds is as easy as saving can be, and the returns are excellent.

Our annual bond campaign will be held from _____ to _____. That's when you can solve your savings problem and join the payroll savings plan.

Series EE Bonds earn 85 percent of the average return on five year Treasury securities, when held for at least five years, no matter how high those rates go. And you'll never earn less than the guaranteed minimum, 7.5 percent, even if market rates are less.

Series EE Bonds can be purchased through payroll allotments of as little as _____ per pay period. Denominations start at \$50 and cost one-half of the face value. Bonds are guaranteed to double in value in 10 years or less. If lost, stolen or destroyed, they can be easily replaced. The interest is not subject to state or local income tax, and federal income tax can be deferred.

When a fellow employee calls on you to explain more fully the benefits of bonds, please give them your most careful consideration. Then sign up for the payroll savings plan so you'll be able to spend tomorrow what you've saved today.

Sincerely,

U. S. SAVINGS BONDS INTEREST RATE SET AT
8.36% FOR NOVEMBER 1985 THROUGH APRIL 1986

Attachment 3
Letter 2

Suggested Payroll Savings Letter

Dear Employee:

Getting into the habit of saving money isn't easy, no matter how hard you try. There is, however, an easy, convenient method of saving regularly that offers tax advantages and near-market interest on small sums of money. That's the payroll savings plan for U. S. Savings Bonds.

When you join the plan, you select an amount to be set aside from each paycheck to buy bonds. The rest is automatic. You save payday after payday, without interruption.

It's smarter than ever to join. Bonds held at least five years earn 85 percent of the average return on five-year Treasury securities. If five-year marketable rates are 10 percent, for example, Savings Bonds earn 8.5 percent interest. If market rates are higher, bonds earn more. Should market rates drop sharply, bonds held at least five years cannot earn less than 7.5 percent. That's guaranteed.

There are other attractive benefits: exemption from state and local income taxes, federal tax deferral, and free replacement of bonds that are lost, stolen or destroyed.

We'll be having our annual Savings Bonds campaign during . When your canvasser calls, carefully consider how bonds can help you achieve your savings goals. Then sign up for the payroll savings plan or increase your present allotment. Remember, the road to financial security is just a signature away.

Sincerely,

U. S. SAVINGS BONDS INTEREST RATE SET AT
8.36% FOR NOVEMBER 1985 THROUGH APRIL 1986

Attachment 3
Letter 3

Suggested Payroll Savings Letter

Dear Employee:

If you're like most people, you know the importance of saving but somehow never get around to doing it.

One of the easiest, most dependable ways to save regularly is through our payroll savings plan for U. S. Savings Bonds. An amount you specify is automatically set aside from each paycheck toward the purchase of bonds. Money accumulates steadily providing a nest egg for future needs. A sizable nest egg, in fact.

Series EE Bonds earn market rates when held at least five years and there's no upper limit. Interest is exempt from state and local income taxes, and federal income tax can be deferred until bonds are cashed or reach maturity. EE Bonds also offer a unique guarantee--a minimum return of 7.5 percent, no matter how low interest rates may drop, when the bonds are held at least five years.

Our annual Savings Bonds campaign will be held the _____. You will be contacted by a fellow employee and asked to sign up for the payroll savings plan or increase your current allotment. For savings of as little as _____ a pay period, you can earn near-market interest, reap numerous tax advantages and build a more secure financial future. Say "yes" and sign up for payroll savings. It's a smart way to save.

Sincerely,

U. S. SAVINGS BONDS INTEREST RATE SET AT
8.36% FOR NOVEMBER 1985 THROUGH APRIL 1986

Attachment 3
Letter 4

Suggested Payroll Savings Letter

Dear Employee:

Have you heard about the major improvement in U. S. Savings Bonds?

Bonds now offer a variable interest rate. Series EE Bonds earn market rates, when held at least five years. The rate is adjusted every May and November to reflect changes in the market. If market rates rise, Savings Bonds interest keeps pace. If market rates drop sharply, bonds have the added protection of a guaranteed minimum return of 7.5 percent, when held at least five years.

If you've considered joining the payroll savings plan for Savings Bonds before but hesitated because of the interest rate, it's time to reconsider and take another look at bonds. One of your fellow employees will contact you during _____ to ask you to sign up for payroll savings or increase your present allotment. Join our other smart savers and say "yes." You'll be glad you did.

Sincerely,

U. S. SAVINGS BONDS INTEREST RATE SET AT
8.36% FOR NOVEMBER 1985 THROUGH APRIL 1986

Attachment 4

1986 INTERAGENCY SAVINGS BONDS COMMITTEE
SAVINGS BONDS CAMPAIGN REPORT

Department _____ Mid-Campaign Report XX
or Agency _____ End-of-Campaign Report _____

1. Total number of employees _____
2. Number of employees on Payroll Savings Plan
before campaign _____
3. Percent of employees on Payroll Savings Plan
before campaign _____
4. New employees added to Payroll Savings Plan
during campaign _____
5. Total employees on Payroll Savings Plan after
campaign _____
6. Percent of employees on Payroll Savings Plan
after campaign _____
7. Number of present Payroll Savings savers who
increased allotments _____
8. Campaign conducted from _____ to _____.

* To arrive at percentages divide Number 2 by Number 1, and
Number 5 by Number 1.

(NAME)

(TITLE)

This report has been cleared in accordance with FPMR 101-11.11
and assigned Interagency report control number 1421-TD-XX.

Attachment 4

1986 INTERAGENCY SAVINGS BONDS COMMITTEE
SAVINGS BONDS CAMPAIGN REPORT

Department _____ Mid-Campaign Report ____
or Agency _____ End-of-Campaign Report XX

1. Total number of employees _____
2. Number of employees on Payroll Savings Plan
before campaign _____
3. Percent of employees on Payroll Savings Plan
before campaign _____
4. New employees added to Payroll Savings Plan
during campaign _____
5. Total employees on Payroll Savings Plan after
campaign _____
6. Percent of employees on Payroll Savings Plan
after campaign _____
7. Number of present Payroll Savings savers who
increased allotments _____
8. Campaign conducted from _____ to _____.

* To arrive at percentages divide Number 2 by Number 1, and
Number 5 by Number 1.

(NAME)

(TITLE)

This report has been cleared in accordance with FPMR 101-11.11
and assigned Interagency report control number 1421-TD-XX.

3

Attachment 5

AWARDS CRITERIA FOR THE 1986
FEDERAL SAVINGS BONDS CAMPAIGN

All previous awards criteria issued by the Interagency Savings Bonds Committee are hereby abolished.

GUIDELINES

- A. Employee groups which are entitled to receive an award must initiate the request for such an award.
- B. Awards will be issued on the basis of employee participation at the conclusion of the Department/Agency campaign.
- C. All requests for awards should be completed by the entitled office and forwarded in duplicate through channels to the Vice-Chairperson in your Department/Agency who will, upon approval, forward them to the Director, Federal Savings Bonds Program, U. S. Savings Bonds Division, Department of the Treasury, Washington, D.C. 20226.
- D. Headquarters offices of agencies should establish appropriate records in support of each request for awards. However, it is not necessary to maintain records of requests for Treasury Annual Citations, sizes 12" x 9" and 10" x 8".

1. Treasury Minute Man Flag Award

Size: Approximately 5' x 8'

Description: A silhouette of the Concord Minute Man Statue surrounded by a circle of 13 white stars on a blue nylon bunting background.

Standards of

Eligibility: Headquarters of Departments/Agencies with at least 1,000 employees, or groups of at least 1,000 employees located at a single geographical location, that has achieved a minimum of 50% participation at the conclusion of their campaign may request this award.

Display: It may be flown on a flag pole beneath the National Flag, or on a separate flag pole. A white service star should be requested for each additional year of eligibility. A gold star denotes five years of eligibility. When a flag becomes too worn to be flown a replacement flag may be requested. If displayed inside a building, and not subject to wear, only stars should be requested. Note: When an eligible group does not have access to a flag pole, the Department of the Treasury Minute Man Banner and or Minute Man Honor Roll Award should be requested in lieu of the Minute Man Flag.

2. Treasury Minute Man Flag Award

Size: Approximately 3' x 5'

Description: A silhouette of the Concord Minute Man Statue surrounded by a circle of 13 white stars on a blue nylon bunting background.

Standards of Eligibility: Same as #1 but insert 500-999 in place of 1,000.

Display: Same as #1 but insert 500-999 in place of 1,000.

3. Treasury Blue Minute Man Banner

Size: Approximately 18" x 22"

Description: The Minute Man Banner closely resembles the Minute Man Flag. The fabric is nylon and the Minute Man design and "U. S. Savings Bonds Award" are printed in white on a blue background. The banner top is backed with webbing and has two hidden grommets, making the banner suitable for hanging or framing.

Standards of Eligibility: Employee groups of 100 to 499 employees which have attained a minimum of 50% participation at the conclusion of their campaigns may apply for presentation of this award. This is a one-time presentation and will not be awarded during subsequent years in which 50% participation is maintained; however, following the practice used with Minute Man Flags, white stars can be added annually to indicate that participation has been 50% or above for one year. A gold star indicates at least 50% participation for five years.

Display: This award may be displayed within a building in any appropriate manner. It should not be displayed outside of a building.

4. Department of the Treasury Minute Man Honor Roll Award

Size: Approximately 12" x 16"

Description: Printed on quality stock paper, this award features the Minute Man Flag and is suitable for framing.

Standards of

- Eligibility:**
1. Employee groups of 25 - 99 which have at least 50% participation at the conclusion of their campaigns, may apply for the Minute Man Honor Award. Employee groups which are eligible for either the Minute Man Flag or Minute Man Banner may also request this award.
 2. The Minute Man Honor Roll Award is not to be presented to individuals.

5. Treasury Annual Citation

Size: 10" x 8", 12" x 9"

Description: The art work changes each year. The citation is printed on quality paper stock, suitable for framing.

Standards of

Eligibility: These awards may be used in any manner towards the furtherance of the Savings Bonds Program. They may be presented to individuals or to groups of employees as determined by local authorities.